



## **Records & Information Management Analyst Regina, SK**

Would you get excited about an opportunity to be involved in implementing an Enterprise Content Management system to manage corporate records? Are you motivated by working collaboratively with clients to identify solutions that exceed their expectations? If so, consider a career at SaskPower as a Records & Information Management (RIM) Analyst.

The RIM Analyst will work closely with business units and corporate support groups within SaskPower to implement records classification systems and other initiatives of the Records and Information Management program. The RIM Analyst will implement the relevant records management systems to support the information management needs of the business.

Successful candidates will have a diploma or degree in the area of records management, information management, library science or archival science and 3 years applied experience in all aspects of records management including design and implementation of specialized records classification systems; systematic capture, classification and management of records; retention of records in a secure environment; and disposal of records according to an approved process;

OR

A diploma or degree and 5 years applied experience in all aspects of records management including design and implementation of specialized records classification systems; systematic capture, classification and management of records; retention of records in a secure environment; and disposal of records according to an approved process.

Candidates under consideration will be required to participate in an assessment process consisting of any/all of the following: interview, ability tests, case study, and/or presentation.

This position falls within the scope of the Communications, Energy and Paperworkers Union (CEP), Local 649.

SaskPower offers challenging careers, attractive benefits, workplace development and great opportunities for employees to become involved in their communities.

**Closing date: March 5, 2010**

For more information and to apply online, please visit [saskpower.com/careers](http://saskpower.com/careers), reference CAAR #621735.

*SaskPower values and supports employment equity and workplace diversity. SaskPower hires on merit and welcomes applications from all interested and qualified individuals.*